Electronic Submittal Information

Operational Compliance Tests

Basic Procedure

Open your web browser, go to the UST Branch website at http://waste.ky.gov/ust, and follow the electronic submittal links, taking note of any posted updates and information along the way.

Following the electronic submittal links on the UST Branch website will take you to this opening screen for the

To make the first submittal for a site, find Option A and click the "Continue with Blank eForm" button. (Option B is used for retrieving a previously saved or submitted eForm. If selecting this option, an eForm Transaction ID is required.)

On the next page titled "UNDERGROUND STORAGE TANK BRANCH ELECTRONIC SUBMITTAL," enter the requested information and upload the file(s). All fields with an asterisk are required to be completed.

Upload one file per "Type of Document Submitted." For example, if you are uploading an 'DEP4064-Line Tightness Test' and have the narrative in Word and data tables in Excel, these will need to be combined into one document (preferably PDF file type) for uploading.

PDF is the preferred file type. Other acceptable files extensions are .doc, .docx, .xls, .xlsx, .jpeg and .tif.

Click the "Click to Submit to DEP" button. The system will provide an eForm Transaction ID that can be saved and used in Option B on the entry page to recall previously submitted Agency Interest specific information.

A confirmation of receipt will be generated and sent via email once the UST Branch has received the document and entered it into TEMPO. The confirmation number and transaction ID will be included in the confirmation of receipt email.

If you do not receive a confirmation of receipt via email within 24 hours, encounter problems, have questions or suggestions, please contact one of the following people at the UST Branch:

Kenny Brown	**Denise Dzurenka**
kenny.brown@ky.gov	denise.dzurenka@ky.gov
502-782-6328	502-782-6353